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**VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/021/13**

**The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person**

**To serve as: Human Resources Assistant**

<b>Title Position</b>	<b>Human Resources Assistant</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Category and level</b>	<b>GS-5</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>HUMAN RESOURCES</b>
<b>Issuing date</b>	<b>04/11/2013</b>
<b>Closing date</b>	<b>10/11/2013</b>

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

**Organizational Setting and Reporting Relationships:** This position is located in the Mission Support component. The Human Resources Assistant will report to the Human Resources Officer.

**Responsibilities:** Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

**Recruitment and on-boarding**

- Assists in the preparation and advertisement of vacancy announcements and liaises with hiring managers and other counterparts.
- Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, and entering data on candidates into the automated roster or other forms.
- Assists in the evaluation and screening of applications of candidates.
- Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching contracts, offers of appointment and Statement of Emoluments.
- Maintains vacancy announcement files and tracks status of vacancy announcements.



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- Coordinates with Client Offices, Travel and selected candidates on travel arrangements, visa matters and shipment of personal effects.
  - Prepares agenda and provides relevant documentation required for recruitment related meetings.
  - Prepares personnel actions.
  - Ensures candidates' queries are answered.

### **Administration of entitlements**

- Reviews and processes requests for entitlements and claims.
- Maintains IMIS entitlements reference tables.
- Assists in the review and processing of data pertaining to conditions of service.
- Liaises and follows up on cases with UNHQ and other field missions.

### **Staff development and career support training**

- Assists in the organization and conduct of training courses and workshops.
- Provides logistics and administrative support to trainers.

### **General**

- Provides general office support services; drafts and/or processes a variety of correspondence and other communications.
- Sets up and maintains reference files/records (electronic and paper).
- Schedules appointments/meetings, monitors deadlines, etc.
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Assists in the preparation of necessary documentation for distribution to various offices, field missions and UNHQs.
- Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.).
- May provide guidance/training to less experienced staff.
- Performs other duties as required.

### **Competencies:**

**Professionalism:** Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.



**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience;

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. demonstrates openness in sharing information and keeping people informed.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **Qualifications:**

**Education:** High school diploma is required. Diploma or certificate in human resources management, business administration or public administration is a requirement.

**Experience:** Five years of experience in human resources management, administrative services or related area.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required.

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### **Applications:**

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed and sign P-11 form (please note the P11- Form is available on the internet UNOWA Website)
- Copy of Diplomas and Degrees

Applications can be submitted by email to [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org) or via postal mail at the following address:

United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal



United Nations Office  
for West Africa

Bureau des Nations Unies  
pour l'Afrique de l'Ouest

UNOWA  
Dakar / Sénégal

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Note: Please indicate clearly the vacancy number and title in the email subject or on the envelope. Only short-listed candidates will be contacted.

This announcement and the P-11 Form are available on the UNOWA website:  
[www.unowa.unmissions.org](http://www.unowa.unmissions.org)

**Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.